

“Feed the 5000 Challenge”



Workplace Kit for Food & Fund Drive Coordinators



Thank you for your interest in holding a Food and Fund drive to benefit Eternal Food Bank (EFB). Every food donation or monetary donation helps in meeting the food needs of our neighbors – no matter how small or large.

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What is a Food and Fund Drive?

A food and fund drive is a great way for everyone in our community to be part of what Eternal Food Bank does in meeting the food needs of families and individual. A food and fund drive can be conducted by churches, neighbor-hoods, businesses, service clubs, schools, military units, scouts, sports teams, or any group of dedicated people who appreciate the major impact local initiatives have in making our community a better place to live for all.

Food and fund drives are critical to the ongoing mission of collecting and redistributing food to people requiring food assistance in our community.

Cash donations are equally as important and are used to support Eternal Food Bank’s bulk buying power. Costs to operate Eternal Food Bank’s warehouse, to pay for utilities and to cover fuel and maintenance for our trucks - these things are necessary, because they help us deliver services to the needy.

Rest assured, the food and monetary donations you raise during your drive will be quickly reinvested into the homes of clients that call upon Eternal Food Bank and its distribution partners for assistance.

This kit contains information about holding a successful Food and Fund drive, tips for fun and safety, and materials and forms to make your drive easy and successful. If you have any questions, please contact us by email at: info@eternalfoodbank.org or call 281 271 1730 ext. 103

God bless you for your efforts. We greatly appreciate you!

Time...is of the Essence!

Eternal Food Bank understands how valuable the gift of time is in all our lives. That is why we greatly value our volunteers! You can easily become part of a growing core of groups that are giving the gift of food, time and money by scheduling a day to volunteer at eternal Food Bank after your Food and Fund Drive is complete!

We are able to do what we do because of the supports we receive from you- our food and fund drive volunteers, warehouse, and other volunteers- who help to make our day to day operations successful.

Every year people donate thousands of volunteer hours to help Eternal Food Bank sort food, package food, and distribute food to needy individuals and families in our community.

Contact our Volunteer Coordinator at jarilynn.ring@eternalfoodministry.org and schedule a time for your group to come out and lend us a helping hand!

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FAQ’s About Community Food Needs and Eternal Food Bank

What is Eternal Food Bank?

Eternal Food Bank is a faith-based non-profit public charity that secures and redistributes food to those requiring food assistance in our community.

What is food insecurity?

Food insecurity means that individuals or families are so limited in their resources to buy food that they are running out of food, reducing the quality of their food, cutting out meat, feeding their children unbalanced meals, or skipping meals so that their children can eat.

How does Eternal Food Bank help?

Our clients range from seniors in need and the working poor, to professionals who have lost their jobs. We provide emergency food boxes from our warehouse location and provide referrals to other community help organizations. We now provide free emergency food assistance to a growing number of individuals and families through our distribution partners located in more accessible points to clients within the community.

How does Eternal Food Bank obtain food?

Eternal Food Bank sources food from churches, organizations, individuals and businesses who donate food or carry out food drive activities on behalf of Eternal Food Bank all through the year. Eternal Food Bank also buys from manufacturers, and wholesalers, some foods that we may be in short stock of.

How does Eternal Food Bank get food distributed to those in need?

Eternal Food Bank works through distribution partners like churches, ministries, and other faith-based organizations. They act as our pick-up points. These organizations get the food from us for free, and they in turn pass the food out to those who turn up at their facilities for food assistance.

Eternal Food Bank also operates an emergency food program from our facility. Clients need to make appointment at least one day before they will need the food. There is a light paperwork involved, but we try to attend to clients within 24 hours from their first call for help.

Eternal Food Bank also holds a monthly mass food distribution called Harvest Feast. This is our supplemental food program for those who work, but the paycheck is not enough, emergency food pantry clients who decide to attend Harvest Feast are not hindered from coming as well.

Where is Eternal Food Bank located and when is it open?

Eternal Food Bank’s offices and food warehouse are located at 6801 Highway Boulevard Katy, TX 77494. However, we are currently recruiting distribution partners to reach the whole of katy area.

EFB is open Monday to Friday (10am to 4.30pm) to receive donations. We also make special arrangements for weekend donations drop-off.

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FAQ’s About Food and Fund Drives

Why are Food and Fund drives so important?

Even though we engage in a number of food rescue operations, a major portion of our food items come from food drives. Also, monetary donations allow us to purchase additional food and deliver all food to the needy in our community.

What times of the year is Eternal Food Bank in most critical need of additional donations?

We always have a need for donations and never turn them away. However, our shelves tend to be emptier in the summer months, when children are out of school.

EFB is always soliciting for food and fund donations all year round. Specifically, we have designated the last week of every month as our “Feed the 5000 Challenge”. Because all the food we re-distribute is uniquely processed and packaged as different food box products to meet various needs of our clients, we need ample time in planning and getting all our resources ready for the process.

What types of food are you collecting?

The shopping lists at the back of this kit contain our most needed items. Some general guidelines:

- ✓ Only donate items that are fit for eating.
- ✓ Check that the items are still within the “use before” date.
- ✓ Avoid glass items (with the exception of baby food), which can easily break.
- ✓ We can only accept unopened items in their original packaging. It’s ok if the external packaging is damaged so long as the internal packaging is still intact.
- ✓ We cannot accept home canned goods or baby food.

Are you accepting cash donations as well as food donations?

Yes. Financial donations are also greatly needed in order to keep our doors open and keep our warehouse and our community site distribution sites functioning. Your contributions also allow us to upgrade our office and warehouse equipment so that we can be more efficient and serve more families. To make a financial gift, fill out a donation form, which is included in this packet or visit www.eternalfoodbank.org

Can Eternal Food Bank pick-up my collected food?

EFB has limited staff and vehicles. Most of the time, they are engaged in regular food rescue operations and are not available for extra pick-ups. Your delivery directly to the EFB helps us maintain efficiency and keep costs down, thereby allowing us to serve an even greater number of families in need. However, please call us if you are unable to deliver yourself; we will make pick-ups as needed.

Do you accept other items besides food for donation?

Eternal Food Bank focuses its efforts on meeting the food needs of our community members. However, we do accept all in-kind tangible assets that can be used in our operations or converted to cash to help our cause. Please contact Eternal Food Foundation through our website eternalfoodbank.org for more information about in-kind assets donations.

Can I volunteer at Eternal Food Bank?

Absolutely! For more information on our volunteer programs, please visit us on the web at www.eternalfoodbank.org, email us at jarilynn.ring@eternalfoodbank.org or call us on 281-271-1730.

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Organizing and Running Your Food and Fund Drive

Seven Easy Steps to organizing and Running Your Food and Fund Drive

1. Get approval from the leadership or management of your organization and then register your Food and Fund Drive

You may need management or organizational leadership to help you promote the Food and Fund Drive and make it a success, and you also need to follow any organizational rules about giving and soliciting of items.

If you have not yet registered your food drive, complete the enclosed Registration Form and return it to the Eternal Food Bank. Our Food and Fund Drive Coordinator will contact you to help plan further details of your drive or event.

2. See if your company or a local company will do a matching financial gift.

Many companies are happy to make a matching gift of their employee contributions – even when employees are giving food instead of cash. See if your company will donate a dollar for every pound of food raised. If your school, church, local community organization, or local club is the organization holding the Food and Fund Drive, see if you can find friends, relatives, or local companies to do a matching gift.

3. Set your goals.

No matter what your approach, it helps to have a specific goal for your Food and Fund Drive. This gives participants something to work toward and a benchmark for success. The goal can be based on the amount raised the last time, or you can set a goal based on the number of participants.

EXAMPLES:

An organization with 300 people:
300 people x 5 pounds per person = 1,500 pounds
of food

An organization with 300 people:
300 people x \$5 per person = \$1,500 or 15,000 pounds
of food (\$1 = 10 pounds of food)

4. Get food boxes and containers.

Printing paper boxes work really well for Food and Fund Drives. You can go to local copy/print shops and ask for the boxes. They are sturdy and still manageable when filled with food, plus you can have fun and decorate them. Eternal Food Bank can provide large boxes for food collection. We do ask Food and Fund Drive organizers to limit box requests to large food drive events where large boxes will be necessary for food collection. This keeps our costs down.

5. Start Early and set up a kick-off event.

Share information throughout your organization and community to raise involvement early in the process. Make posters, flyers and signs to promote your drive. You can also remind people about your food drive in your e-mail signature or voicemail message. If your organization has a website post the information about your drive on it. During the Food and Fund Drive, keep everyone updated on its progress. Remember to update your participants periodically.

Bring all your targeted participants together for a kick-off event. Explain the importance of your Food and Fund Drive, educate your participants about hunger and how Eternal Food Bank helps to alleviate hunger, announce goals and any incentives you have for meeting goals, and distribute other details about the Food and Fund Drive. Use our FAQ sheets and other attached forms to help you with promotion.

6. Set up a Central Location.

Collection sites should be visible and easy to find. Collect donated food and grocery items at central locations like break rooms, common meeting rooms and reception areas. Assign one or two individuals to be responsible for collecting financial contributions. Make all checks payable to Eternal Food Bank.

7. Schedule food drop-offs or pick-ups

Delivering collected donations helps us keep overhead costs low PLUS you can get a tour of Eternal Food Bank when you schedule your drop off and get a chance to see your donation in action! Contact the Food and Fund Drive Coordinator for information about food drop-offs or pick-ups. Email: info@eternalfoodbank.org

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Other Suggestions for a Successful Food and Fund Drive

Build Awareness

You may wish to:

- Give each participant a shopping bag with a shopping list attached to it. You can find shopping lists in the back of this packet.
- Arrange a tour and volunteer day at Eternal Bank Warehouse for those who are interested.
- Provide participants with a progress report toward your goal and a fact about hunger each day via e-mail. For more information, see our website eternalfoodbank.org.
- Create a paycheck or mailbox insert with details of the food drive. Be creative and piggyback inserts or insert information in a newsletter, website or other media used to get information to employees, staff members, students, church members, or club members.

Involve everyone and make it competitive.

Friendly competitions between departments or groups can also help increase the amount of food donated. Offer a prize for the group that brings in the most donations, such as letting the winning department wear casual attire for a day, asking the company to provide them with lunch, or letting them go home an hour early on a Friday. Create competitions with lots of categories - largest individual donation, most protein, most unusual food or match your weight with pounds of food.

Have various departments or groups responsible for collecting different items. For example, have one group bring in rice, another peanut butter, another canned protein, etc.

Announce your results and celebrate success!

Eternal Food Bank will send an acknowledgement of your donation of food and funds. Individual financial donors will also receive acknowledgments, as well as a tax deduction receipt. Make sure to thank everyone for their participation. Reiterate that every bit of help, small or large, helps us in fight against hunger in Katy area and West Houston in general.

Make sure your event has been covered in your company or organizational newsletter. If you did not contact outside media to cover your charitable efforts, consider sending a press release to local newspapers to advertise your efforts and success.

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Food and Fund Drive Themes

You can make your food drive more successful if you have a theme or creative way to attract and retain participants.

- 1. CANstruction** - Build simple or elaborate sculptures using canned goods to be donated to Eternal Food Bank. You can go to www.canstruction.org for more information and ideas for your project.
- 2. Cans for Coins** - Collect pocket change and donate it to EFB.
- 3. Coin Wars** - Plan a penny war between departments. Each department collects change in a container. Employees throw dollar bills into the container of another department in order to “cancel out” that department’s change. In other words, change in the container equals “positive” points, while bills equal “negative” points. The team with the most positive points at the end of the war wins!
- 4. Special Dress Day** - Let employees “pay” with food to dress a special way (i.e. Jean day, casual dress or tropical shirt day)
- 5. “Eat in for Hunger”** - Encourage employees to bring a brown bag lunch and donate the money they would have spent on lunch.
- 6. “Is Dinner Ready” Food Drive** - Collect combinations of food that can be used to prepare a meal. Use your imagination to think of meal combinations: Spaghetti Noodles and Sauce, Refried beans, taco shells, salsa and Mexican seasonings.
- 7. Host a “Virtual Food Drive”** - Have employees come to our website and donate through our website.
- 8. Hold a Raffle** - The price for a raffle ticket can be a can of food or \$1 to be donated to Eternal Food Bank. Prizes can be anything from a “free jean day pass” to a gift certificate.
- 9. See where your food goes** - Make arrangements for your group to hold a food drive and then volunteer at Eternal Food Bank to sort your donated food.
- 10. Fill the Bag** - Provide every student/employee with a bag to fill with non-perishable items.
- 11. Have a “Flea Market”** - Ask employees or students to donate new or gently new toys, crafts and goods to sell and then donate the proceeds.
- 12. Cooking Contest** - Where your own "chefs" have a cook off and employees vote for the best dishes or menus. To vote, everyone must donate \$1, or perhaps your chefs will offer to cook dinner for a raffle winner.
- 13. MEAT the Need** - Canned meat drive (i.e. tuna, Spam, chicken)
- 14. Make Every BEAN COUNT** - Canned or dried beans drive.
- 15. Read to Feed** - For every book an employee reads, a can of food is donated
- 16. Let the Stars Come Out** - Use a local celebrity to help increase publicity and contributions
- 17. Wash Away Hunger** - Have a car wash where the price of a wash is a food item or a monetary donation to Eternal Food Bank
- 18. No-Show Picnic** - Host a picnic where no food is served, but instead is collected.
- 19. Hunger Walk, Run, Bike, or Dance-A-Thon** - Have sponsors pledge food or money to be donated.
- 20. Management “Weigh In”** - Weigh your management team and use that as your goal for pounds or dollars collected.
- 21. Food Themed Days-** Have participants bring in food donations to correspond with that day’s food theme.
 - Macaroni Monday
 - Tuna Tuesday
 - Whole Grain Wednesday
 - Peanut Butter Thursday
 - Fruity Friday

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Food Collection Box

Help us collect non-perishable food for our neighbors in need. All donations will be delivered to Eternal Food Bank on _____, and will be put to

good use feeding the needy in our area.

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Help us collect funds and non-perishable food for our neighbors in need. All donations will be delivered to the Apache Junction Food Bank on _____, and will be put to good use immediately in feeding the hungry in our area.

**Our Goal is _____ boxes of food and
_____dollars!**

**Eternal Food Bank is in need of
the following items:**

- Canned meats – tuna, ham, turkey, chicken, and beef
- Peanut butter and jelly (plastic jars)
- Soups
- Cereal
- Vegetables and fruit – canned
- Beans – dried or canned
- Macaroni and Cheese
- Boxed Meals
- Pasta and Pasta Sauce
- Rice
- Fruit Juice
- Sugar and Flour
- Coffee, Tea

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TWELVE MOST WANTED

PEANUT BUTTER

CEREAL

TUNA

BEANS

RICE

MAC & CHEESE

CHILI

CANNED STEWS

CANNED SOUPS

CANNED LUNCHEON MEATS

FULL MEALS CAN/BOX

POPTOP FOOD ITEMS

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Sample Letter/Email to Targeted Participants

Our organization is holding a Food and Fund Drive on [DATES] to benefit Eternal Food Bank, a local non-profit food bank and food rescue operation serving Katy area of West Houston. This is a great opportunity to help feed the hungry in our community and I encourage you to join in our efforts.

All food and funds raised will help Eternal Food Bank to supply emergency food to those in need. Eternal Food Bank is working hard to serve our community and help a growing number of individuals and families who are food insecure. Food insecure individuals and families are so limited in their resources to buy food that they are running out of food, reducing the quality of their food, cutting out meat, feeding their children unbalanced meals, or skipping meals so that their children can eat.

The goal of Eternal Food Bank is to provide free food to those in need, while working to eliminate hunger and food insecurity in Katy area of West Houston and beyond.

Here's how you can help:

1. Donate Funds. For an official Financial Donation Form, please e-mail or see [FOOD DRIVE COORDINATOR'S NAME AND EMAIL ADDRESS], or visit Eternal Food Bank website at: www.eternalfoodbank.org. For every dollar raised, Eternal Food bank can effectively supply \$10 worth of groceries to hungry individuals and families.
2. Donate non-perishable foods in the marked boxes at collection points in our location during the drive.

Eternal Food Bank is in need of the following:

- Canned tuna, ham, chicken, turkey or beef
- Peanut butter and jelly (plastic jars)
- Cereal
- Beans – dried or canned
- Macaroni and cheese
- Boxed meals
- Pasta and pasta sauces
- Rice
- Fruit juice
- Soup
- Fruit and vegetables – canned

Thank you for your help!

[FOOD AND FUND DRIVE COORDINATOR, ORGANIZATION LEADER, COMPANY EXECUTIVE NAME]

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Please fill in the form below and drop it off or send it to:

Eternal Food Bank
6801 Highway Boulevard
Katy, TX 77494

Name (Last, First) _____

Address _____

City _____ State _____ Zip _____ Phone _____

Email _____

My Gift: (Please circle)

\$25 \$50 \$100 \$200 \$300 \$500 \$1000 Other \$ _____

I Would Like to: (check all that apply)

- make my donation anonymously

- Make my donation in the name of: _____
- Receive your email newsletter.
- Help with fundraising.
- Be contacted about volunteer opportunities.

Additional Comments: _____

Payment Options:

- Enclosed is my check or money order made payable to Eternal Food Bank.
- I wish to donate by credit card, so I will visit your website donation page at eternalfoodbank.org.
- My Employer has a Matching Gift Program. Enclosed with my donation is my company's form.**

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**Join the Fight Against Hunger
together with Eternal Food Bank**

**Don't forget to bring non-perishable food
donations for our Food and Fund Drive.**

Our Food and Fund Drive dates are:

Foods most urgently needed are:

- Canned tuna, ham, chicken, turkey or beef
- Peanut butter and jelly
- Cereal
- Beans – dried or canned
- Macaroni and Cheese
- Boxed Meals
- Pasta and Pasta Sauces
- Rice
- Fruit Juice
- Coffee, tea and drink mix
- Canned fruit, vegetables and soup
- Sugar and flour

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6801 Highway Boulevard
Katy, TX 77494
PH: 281 271 1730 Web: www.eternalfoodbank.org**

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